

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

The Department of Human Resources Development, established under section 26-5, Hawaii Revised Statutes, administers the state human resources program for the executive branch permanent (civil service) workforce. The Department is headed by the Director of Human Resources Development. As the central human resources department of the executive branch, the Department formulates and implements classification plans, compensation plans, recruiting and text administration services, employee benefit plans, safety and workers compensation plans, pay administration and labor-management relations, and manager-employee performance and development programs.

With the passage of Act 253, Session Laws of Hawaii 2000, the Department is charged with modernizing the provisions, administrative rules, and personnel policies governing the civil service for the State's executive branch. Implementation of these become effective July 1, 2002, or sooner, as allowed by Act 253. To effectuate major changes to existing human resources processes, the Department is undergoing a phased reorganization at this writing. Six divisions have been streamlined to four to obtain greater program integration and efficiencies. Due to ongoing reorganization, the program functions described herein are subject to refinement. Many aspects of Act 253 also impact the personnel systems of the other public jurisdictions in Hawaii, and the Director is charged with coordinating with the jurisdictions as necessary.

Office of the Director

The Director advises the Governor on all human resource matters pertaining to the State's executive branch personnel system, legislative proposals on personnel issues, and personnel rules. The Director represents the Governor in contract negotiations (as the State's employer-representative), in periodic pricing reviews, and necessary coordination between the public jurisdictions in Hawaii. Although Act 253 enacted greater flexibilities for the State and the counties to tailor their human resources policies to suit their emerging or specific needs, the close linkage of programs and benefits among the State, counties, and judiciary jurisdictions for policy consistency is still unique among the states.

To continuously improve the effectiveness and responsiveness of human resources, the Director serves to ensure public access and input to the State's civil service system. The Director represents the public interest in the administration of the civil service and fosters the participation of interested learning institutions and civic, professional, business, and employee organizations in the advancement of governmental personnel policies to meet the challenges of a changing island society. By statute, the Director's Office also administers the unemployment compensation program for former state employees.

Employee Relations Division

The roles of this new Division are to design, plan, and administer statewide programs and services, which help to attract, retain, and maximize the productivity of competent employees during the course of their state employment. Such programs include the negotiation, administration, and enforcement of labor-management agreements; provision of consulting services to managers regarding performance management issues; the design and administration of a systematic performance appraisal system; and the development and administration of various employee benefit programs. Additionally, the Division is responsible for the development and administration of a statewide training and employee development program to foster a productive workforce; administration of a statewide safety and accident prevention program; the accurate processing of pay and personnel transactions; and the development and administration of an automated human resources information system.

Excluded / E.M.C.P. / Exempt Division

This newly crafted Division develops and administers statewide human resource programs for employees and managers excluded from collective bargaining, and the exempt service not covered by civil service. Responsibilities include the development of proactive performance, employee/management development, and pay plans for those who are not in a collective bargaining unit. The Division develops and maintains a variable pay program for managers in the Excluded Managerial Compensation Plan. It is also responsible for the design and administration of the Management Certification Program, which serves to develop top-level state managers.

Workforce Planning and Development Division

This Division integrates recruitment, examination, classification, and compensation functions into one unit. The integration of these programs will mean quicker and better customer support to the departments in the filling of vacancies. The Division will conduct statewide workforce planning, forecasting, and needs analyses to effectuate better staffing strategies before these become acute. The Division additionally will offer consultative advisory services. It also researches, develops, and implements strategies to attract and retain efficient and effective employees by competitively filling positions, by developing new and improving on existing classification systems to classify positions quickly and responsively, and by conducting studies and developing and implementing pay and alternate programs to compensate employees appropriately. The Division is also responsible for reduction-in-force activities and placement services for employees participating in the State's return-to-work program. (See State Workers' Compensation Division.)

**State Workers' Compensation Division
(Hawaii State Workers' Compensation Self-Insured Program)**

The State Workers' Compensation Division plans and administers a consolidated statewide workers' compensation program that integrates professional benefit claims management, cost containment, vocational rehabilitation, and a return-to-work program for formerly injured state employees. (Some departments receive specific funds to administer their own workers' compensation program and handle their own benefit administration.) This Division handles the centralized program for the executive branch and for other jurisdictions as possible. It also reviews medical fees of care providers and attorneys, analyses cost trends, and provides uniform interpretations or policies in accordance with auditing practices of the State Department of Labor and Industrial Relations.

Attached for Administrative Purposes

Board of Trustees Deferred Compensation Plan. Administers a tax-sheltered savings and investment program for state employees with authority to engage services to establish, administer, or maintain the Plan under its direction.

Merit Appeals Board. Effective July 1, 2002. Section 26-5(c), Hawaii Revised Statutes, establishes a new three-member appointed appellate board that accepts and hears all appeals from departments, civil service job applicants, and employees regarding recruitment, examination, classification, discipline, suspension, dismissals, and other civil service related actions taken by the Department of Human Resources Development. (The State Civil Service Commission was sunset by Act 253, effective June 30, 2002.)

Public Employees Compensation Appeals Board. (Sunset by Act 253, effective June 30, 2002.)

